

Weatherization Assistance Program

HAWAII STATE PLAN 2011



State of Hawaii
Department of Labor and Industrial Relations
Office of Community Services
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Part One: OVERVIEW

The Weatherization Assistance Program (WAP) enables low-income households to reduce their energy costs by making their homes more energy efficient. During the past 33 years, WAP has provided weatherization services to more than 6.4 million low-income households. Families receiving weatherization services see their annual energy bills reduced by an average of about \$437, depending on fuel prices. Increasingly, weatherization service providers look at the house as a complete system under the concept of "whole-house weatherization." Weatherization providers have begun to look at combining resources to address the needs of their clients. This expanded approach is referred to as "weatherization plus". Benefits include, but are not limited to, reducing our nation's energy dependency, protecting the environment, and stimulating economic development in low-income communities.

In 2011, the State of Hawaii is seeking to better align its WAP program to these national standards. While in the past Hawaii's WAP program has emphasized a forecast of energy saving devices to be installed, this year's program emphasizes weatherizing each home according to its unique qualified needs ascertained at the time of energy audit. A federally-approved Priority List, developed with the assistance of the U.S. Department of Energy, serves as Hawaii's approved energy audit. Measures from the Priority List will be applied to qualified households, with the goal of weatherizing each home as completely as possible within program limits. This whole house weatherization is essential as units, once completed, may not be re-weatherized.

I. Eligible Population

According to the U.S. Census Bureau most recent data, the state of Hawaii has a population of 1,360,301, with an estimated 10.4% (or 141,471 individuals) living below the poverty level.¹ This is a 1.1% increase in poverty from the last documented levels in 2008 and coincides with the recent economic crisis. According to 2010 U.S. Census data, there were 519,508 housing units within the state, approximately 10,000 more than previously estimated.

The target population for these services is individual and family households, elderly, and handicapped, who are at or below 200 percent of the Federal Poverty Guidelines for Hawaii, established by the Department of Health and Human Services, or if it contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act during the 12-month period preceding the determination of eligibility. Priority is given to identifying and providing weatherization assistance to elderly persons, persons with disabilities, families with

¹ U.S. Census Bureau's 2010 Census Data and U.S. Census Bureau's 2009-model based estimates for poverty.

children, high residential energy users, and households with a high energy burden. Preference shall be given to agencies that address the needs of areas of high unemployment, low-income, and economic depression.

A. 2011 Federal Poverty Guidelines for Hawaii

Family Size	200% of 2011 Federal Poverty Guidelines
1	\$25,080.00
2	\$33,860.00
3	\$42,640.00
4	\$51,420.00
5	\$60,200.00
6	\$68,980.00
7	\$77,760.00
8	\$86,540.00

- B. **Children** - Children shall be defined as dependents who are 19 years of age or less.
- C. **Indian Tribes**- Low-income members of a Native American tribe will receive benefits equivalent to the assistance provided to other low-income persons within the state.
- D. **Multi-family Buildings**- For weatherization of multi-family buildings, at least 66 percent of the units must be occupied by income eligible persons. An entire multi-family building must be weatherized, and not individual units.
- E. **Previously Weatherized Homes**- The State and local agencies may re-weatherize homes previously weatherized from September 30, 1994, and earlier.

“Income”, for the purposes of determining eligibility for WAP, means wages and salaries before deductions, self-employment receipts and income less operating expenses and deductions, Social Security benefits, workmen’s compensation, strike benefits, veterans benefits, training stipends, pensions, (both government and private), insurance, and annuities.

Specifically excluded from income are assets from bank withdrawals, sales of property and one-time insurance payments and lump sum compensation for injury, food stamps, assistance payments (based on need) resources from grants, scholarships, fellowships and income required for an approved program of self-support, and black lung disability payments.

II. Areas to Be Served

WAP serves the entire State of Hawaii. The State is organized into four counties. The City and County of Honolulu is the major metropolitan area; and the three remaining counties of Hawaii, Maui and Kauai are rural. Each county is comprised of a major island, except the County of Maui which also includes two smaller islands, Molokai and Lanai. Each respective county is provided services by one non-profit community action agency (CAA). CAAs receive preference as sub-grantees of WAP, but any non-profit is eligible to apply for the program.

Due to limited funding from the U. S. DOE, allocation of funds shall be divided at the discretion of the State Department of Labor & Industrial Relations (DLIR) - Office of Community Services (OCS) among the four counties rather than follow a purely population-based formula.

OCS takes into account the more rural nature of Maui, Hawaii, and Kauai Counties, as well as the minimum amount of funding needed for a local agency to feasibly administrate weatherization activities. For example, Honolulu County, while having the largest population, benefits uniquely within the state from widespread access to weatherization contractors; while Kauai County comprises only 5% of the state's population, but, like Maui and Hawaii County, has more limited resources for weatherization. Emphasis is also placed on less densely populated neighbor island areas with higher energy costs versus the densely populated Honolulu County with a lower energy costs.

No more than 5% of total funding shall be used by the State of Hawaii for administrative expenses. An identical 5% shall also be divided among sub-grantees, according to their sub-grant percentages, for administration. In addition, due to the very limited federal funding, the State may exercise the federal provision to provide sub-grantees with an additional amount for administrative up to 5% of each agency's sub-award. No amount shall be budgeted in 2011 for training and technical assistance funding due to sufficient training funds provided through the previous WAP ARRA grant. A percentage of funds shall be budgeted for health and safety measures, commensurate with the degree of work expected within the state. The remaining balance will be used for operating costs, covering program support, labor and materials. The State grantee shall reserve the right to reallocate WAP funds any time during the program year among local administering agencies.

III. Priorities

Priority for weatherization services will be provided to low-income Hawaii residents most vulnerable to rising energy costs: the elderly, persons with disabilities, and families with young children. Other priorities are high residential energy users and households with high energy burdens.

Part Two: CLIMATIC CONDITIONS

The State of Hawaii consists of eight major and 124 minor islands with a total land area of 6,425 square miles and a coastline of 750 miles. Hawaii is marked by balmy temperatures and wide variations in rainfall. Temperatures range at the Honolulu International Airport, for example, from 53 to 93 degrees Fahrenheit. Precipitation ranges from 8.7 inches to 451 inches annually.

Weather in the Hawaiian Islands is very consistent with only moderate changes in temperature throughout the year. This is possible due to the year-round warm sea surface temperatures, which keeps the overlying atmosphere warm as well. Practically, there are only two seasons: summer months that extend from May to October and winter months that run from November to April. The average day-time summer temperature is 78 degrees Fahrenheit; night-time temperatures are approximately 10 degrees lower.

As a result of the shielding effect of the volcanic mountains and the differences in weather found at various elevations, there are as many different climate zones here and many micro-environments. The tropical rain forests, cool alpine regions, stony deserts and sunny beaches are all within the span of just a few short miles.

Through most of the year, Hawaiian weather patterns are affected primarily by high pressure zones in the North Pacific that pump relatively cool, moist trade winds down onto the Islands' north eastern slopes. This pattern holds true for most of the summer and approximately half of the time in the winter. These winds are forced up-slope by the mountain heights where ultimately their moisture condenses into clouds that produce rain. Most of the rain then falls on the mountains and valleys on the windward (northeastern) side of the Islands.

The action of trade winds here means that there is always a cooling breeze. Stormy weather does come to the Islands primarily in the winter and sometimes lingers for several days. Severe storms, however, are not a common occurrence here.

According to a 2010 Report by the University of Hawaii Center for Island Climate adaptation and Policy, there are measurable climate changes in the state due to global warming. In the last 30 years, air temperatures have risen .3F° per decade. Rainfall in the islands has decreased 15% in the last 20 years while rainfall intensity has increased. Stream flow has decreased. Sea level and surface sea temperatures have increased, and the ocean is growing in acidity. These environmental changes will require adaptation by the state and local community on various levels.

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² Fletcher, Chip, "Briefing Sheet, 2010: Hawaii's Changing Climate", University of Hawaii Center for Island Climate Adaptation and Policy.

Part Three: WEATHERIZATION WORK

I. Types of Work to Be Done

Due to Hawaii's unique climate and housing stock, these are all "base load measures", which are effective in reducing the current utility loads of each client. Currently, there are six approved weatherization measures comprising Hawaii's whole house weatherization strategy, and to be installed in descending order of cost effectiveness:

1. Low flow shower heads and faucet aerators
2. Compact Fluorescent Lights (CFL)
3. Replacing Room Air Conditioner with Energy Efficient Models
4. Electric Water Heater Replacements/Modifications (implementing solar water heaters, hybrid heat pumps or water heater timers)
5. Replacing Refrigerators with Energy Efficient Models
6. Propane-fueled Water Heater Replacement (implementing solar water heaters, hybrid heat pumps and water heater timers).

II. Energy Audit Procedures and Analysis of Most Cost Effective Measures

The state has a federally approved Priority List which may be used by agencies as an approved audit procedure. This document lists approved weatherization measures for the state in descending order of priority and provides a convenient way for agencies to determine which measures may be applied to a unit. The Priority List was created based on typical characteristics of local housing stock, and the included measures and the order of their installation interact internally, so that federal cost-efficiency requirements are guaranteed. An underlying basis of Savings-to-Investment Ratio (SIR) of 1.0 or greater is the foundation of determining cost effective weatherization. Associated calculators and tables within this list were developed with the assistance of SMS, a technical subcontractor for the USDOE.

Should an agency choose to not utilize the Priority List in serving a particular household, it is still limited to the approved measures. In order to analyze and assure application of most cost effective measures, SIRs must be separately calculated for all proposed measures, and then measures should be ranked and installed in descending order of value.

The state is exploring the implementation of audit software and tools to streamline energy audits and data reporting. In the event that the state is able to procure such tools, contracted agencies will be required to learn and implement the tools into the local program.

III. Final Inspection

No dwelling unit may be reported to DOE as completed until the sub-grantee, or its authorized representative, has performed a final inspection and certified that applicable work has been completed in a workmanlike manner and in accordance with the priority determined by the audit procedures.

An authorized person designated by the sub-grantee shall sign the Building and Job Order Sheet upon making a final inspection of all installed measures for the dwelling unit.

Part Four: HEALTH AND SAFETY

I. Overview

Energy-related health and safety hazards associated with weatherization activities may be remedied or prevented with DOE funds. Measures and costs must be reasonable and must not seriously impair the primary energy conservation purpose of the program. Costs may not exceed 10 percent of the total program budget for DOE.

II. State Guidelines

Per federal guidance, Health and Safety Guidelines are being updated over the 2011 program year. At present, the following guidelines are proposed as most relevant to the State of Hawaii, and agencies shall implement where feasible and appropriate:

- A. **Air Conditioning** Air conditioning replacement, repair, or installation is allowed in homes of at-risk occupants where climate conditions warrant.
- B. **Appliances and Water Heaters** Replacement of water heaters is allowed on a case by case basis. Replacement and installation of other appliances are not allowable health and safety costs. Repair and cleaning are allowed.
- C. **Electrical, other than Knob-and-Tube Wiring** Minor electrical repairs are allowed where health or safety of the occupant is at risk. Upgrades and repairs are allowed when necessary to perform specific weatherization measures.
- D. **Electrical, Knob-and-Tube Wiring** Minor upgrades and repairs necessary for weatherization measures and where the health or safety of the occupant is at risk are allowed. Must provide sufficient over-current protection prior to insulating over knob-and-tube wiring.
- E. **Pests** Pest removal is allowed only where infestation would prevent weatherization. Infestation of pests may be cause for deferral where it cannot reasonably be removed or poses health and concern for workers. Screening of windows and points of access is allowed to prevent intrusion.
- F. **Smoke, Carbon Monoxide Detectors, and Fire Extinguishers** Installation of smoke/CO detectors is allowed where detectors are not present or are inoperable. Replacement of operable smoke/CO detectors is not an allowable cost. Providing fire extinguishers is allowed only when solid fuel is present.

III. Local Agency and/or Subcontractor Health and Safety

Local agencies must comply with Occupational Safety and Health Administration (OSHA) requirements in all weatherization activities.

Some of the OSHA requirements include, but are not limited to: respirator protection, techniques for safely lifting heavy objects, electrical equipment safety, ladder safety, and general worker protection. OSHA standards should be consulted for further details. Other useful information includes Material Safety Data Sheets that identify potential health risks and describe the proper use, handling and storage of a wide variety of materials, including some common weatherization materials.

IV. Client Health and Safety

Grantees and sub-grantees are required to take all reasonable precautions against performing work on homes that will subject workers or clients to health and safety risks. Before beginning work on the residence, the agency must take into consideration the health concerns of each occupant, the condition of the dwelling, and the possible effect of work to be performed on any particular health or medical condition of the occupants. When a person's health is fragile and/or the work activities would constitute a health or safety hazard, the occupants at risk will be required to leave the home during these work activities.

V. Potential Hazard Conditions

A. Mold and Other Biologicals

Removal of mold, odors, viruses, bacteria, unsanitary conditions, and rotting wood is not a Weatherization responsibility. However, DOE funds may be used if these conditions must be remedied to allow effective weatherization work and/or to assure the immediate or future health of workers and clients.

To assist state and local agencies with current information about mold and moisture, check the WAPTAC web site or the resource documents listed below:

"A Brief Guide to Mold, Moisture, and Your Home," U.S. Environmental Protection Agency (EPA), Indoor Environments Division (IED). www.epa.gov/

"Guidelines on Assessment and Remediation of Fungi in Indoor Environments," New York City Department of Health, Bureau of Environmental and Occupational Disease Epidemiology. www.ci.nyc.ny.us/

B. Combustion Appliances and Combustion Gases

Combustion appliances, including water heaters, are included in this measure and should be tested for safety.

- C. Fire Hazards Combustion appliances and their associated venting systems can also present potential fire hazards.
- D. Existing Occupant Health Problems - Local agencies will be aware that some individuals' health problems could be exacerbated by weatherization activities.
- E. Indoor Air Quality - General asbestos removal and radon abatement are not approved as a health and safety weatherization costs.
- F. Lead-Based Paint Weatherization Program Notices 02-6, 08-6 and 09-6 provides guidance on weatherization health and safety matters associated with lead-based paint in homes. Precautions that need to be taken (referred to in the Program Notices as Lead Safe Weatherization) may be charged as a weatherization activity if approved by the DLIR-OCS. However, DOE funds shall not be used for abatement, stabilization or control of lead-based paint hazards, or routine entrance and clearance testing.
- G. Building Structure- Building rehabilitation is beyond the scope of the Weatherization Assistance Program; however, program workers frequently encounter homes in poor structural condition. Weatherization services may need to be delayed until the dwelling can be made safe for crews and occupants (see Section E. Deferral Standards). Incidental repairs necessary for the effective performance or preservation of weatherization materials are allowed. An example of these limited repairs includes repairing water-damaged flooring as part of replacing a water heater.
- H. Electrical Issues - Serious electrical hazards exist when gross overloads are present. Should auditors and crews find such existing problems, they will notify the owner. Weatherization measures that involve the installation of new equipment can exacerbate previously marginal overload problems to hazardous levels. The problem will be noted in the client file. To the extent that this problem prevents adequate weatherization, the agency should consider repairing it on a case-by-case basis.
- I. Refrigerant Issues – Agencies must document that refrigerant is reclaimed or disposed of per Clean Air Act 1990, section 608, as amended by 40 CFR 82, 5/14/93. The appliance vendor, de-manufacturing center, or other entity recovering the refrigerant must possess EPA-approved section 608 type I or universal certification.

J. Other Code Compliance Issues

Local agencies must ensure weatherization-related work conforms with applicable codes in jurisdictions where the work is being performed.

VI. Deferral Standards

The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of help are found. Sub-grantees are expected to pursue reasonable options on behalf of the client, including referrals, and to use good judgment in dealing with difficult situations. In the judgment of the energy auditor, if any condition exists which may endanger the health and/or safety of the work crew or subcontractor, the work shall not proceed until the condition is corrected.

Local agencies should develop guidelines and a standardized form for such situations. The form should include the client's name and address, dates of the audit/assessment and when the client was informed, a clear description of the problem, conditions under which weatherization could continue, the responsibility of all parties involved, and the client(s) signature(s) indicating they understand and have been informed of their rights and options.

Deferral conditions may include:

- A. The client has known health conditions that prohibit the installation of insulation and other weatherization materials.
- B. The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved cost-effectively.
- C. The dwelling has sewage or other sanitary problems that would further endanger the client and weatherization installers if weatherization work were performed.
- D. The dwelling has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building officials or utilities.
- E. Moisture problems are so severe they cannot be resolved under existing health and safety measures and with minor repairs.
- F. Dangerous conditions exist due to high carbon monoxide levels in combustion appliances, and cannot be resolved under existing health and safety measures.

- G. The client is uncooperative, abusive, or threatening to the crew, subcontractors, auditors, inspectors, or others who must work on or visit the dwelling.
- H. The extent and condition of lead-based paint in the dwelling would potentially create further health and safety hazards.

Part Five: RENTAL PROCEDURES

A sub-grantee may use financial assistance to weatherize rental units provided the sub-grantee has obtained written permission of the owner or his/her agent.

Multi-family buildings: A building containing rental dwelling units may be weatherized provided that not less than 66 percent (50 percent for duplexes and four-unit buildings) are eligible dwelling units. In this case, the entire building must be weatherized, and not individual units. The benefit of energy saving must benefit the low-income tenants of said building and the rights of the tenants be protected.

The State uses the Homeowner/Authorization Agency Certification Rental Agreement Form in order to assure that no undue or excessive enhancement will occur to the value of the dwelling unit and that the rent for the property will not increase due to the improvements resulting from the weatherization program.

No renter-occupied residence shall be weatherized if it is being offered for sale, unless it can be demonstrated that the residence will continue to be occupied by eligible tenants and that the weatherization work performed is not incorporated into the sale price.

Part Six: PROGRAM MANAGEMENT

- I. Overview** The state plan provides guidance for the WAP program within the State of Hawaii. In addition, grantee and sub-grantees must comply with all applicable laws including regulations contained in 10 CFR Part 440 (issued in full February 2002 and revised in part in subsequent years 2006 and 2009), the Energy Policy Act of 2005, and the Energy Independence and Security Act of 2007.

II. Estimated Expenditures**A. 2011 Funding, Expenses and Estimated Completed Units**

Based on a federal allocation of \$165,356.00 to the State of Hawaii for the 2011 Program Year, the following budget, expenses and completions are anticipated.

State administration: \$8,268.00

Sub-grantee administration: \$16,122

Health and Safety budget: \$4,713

Operating budget: \$136,253

Estimated completed units: 20-30

B. Statewide Average Expenditure for Completed Units

Currently, the statewide average expenditure limit per unit is \$6500. Average unit cost is based on program operations costs divided by the number of units completed. Administration and T&TA costs are not included in calculating the average per unit cost.

C. Administrative Expenditure Limits

There is a statutory limit of 10 percent on funds that may be used for administrative purposes. Of this amount not more than 5 percent of funds may be used by a Grantee for administrative purposes, with the remainder to go to sub-grantees. Sub-grantees receiving less than \$350,000 may use up to an additional 5% of their allocation for administrative purposes, provided it is justified and approved by the Grantee.

D. Coordinated funding, collaborative activities and leveraging.

Financial assistance under this program will be used to supplement and not supplant State or local funds, and where practicable, maximize the amounts of these funds through leveraging strategies. In order that this policy is fully adhered to, the State-administering agency shall monitor other programs dealing with State energy use and conservation. Also, the grantee and sub-grantees shall coordinate with other Federal, State, local or privately funded programs in order to improve energy efficiency and conserve energy.

III. Grantee

- A. The State Office of Community Services, administratively attached to the Department of Labor and Industrial Relations, is mandated to provide human service programs for Hawaii's economically disadvantaged, immigrants and refugees. Created by the Hawaii State Legislature through Act 305, and signed into law by the Governor on June 25, 1985, it was codified in Chapter 371K, Hawaii Revised Statutes. The office is located in the Ke'elikolani building at 830 Punchbowl Street, Room 420, Honolulu, Hawaii 96813, telephone (808) 586-8675; fax (808) 586-8685. DLIR-OCS collaborates with various public and private agencies as well as human service programs. Its primary purpose is "to facilitate and enhance the development, delivery, and coordination of effective programs for those in need and to provide advice and assistance to the agencies of the executive branch in the human service field, and the legislature." DLIR-OCS contracts programs and services on behalf of the State and Federal governments to CAAs and other non-profit service providers, to include the Weatherization Assistance Program. The mission of DLIR-OCS is to assure timely and effective delivery of needed services to economically disadvantaged families and individuals, immigrants and refugees by providing technical and administrative assistance to local CAAs and service providers, conducting demonstration projects, assisting in developing relevant statewide policies and procedures for community service, and working in partnership with target groups.
- B. Responsibilities
1. Record Keeping - The State assures it will keep records that fully disclose the amount and disposition of the funds received, the total cost of a weatherization project or the total expenditure to implement the State Plan for which the assistance was given or used, the source and amount of funds for such project or program not supplied by DOE, and other such records as DOE deems necessary for an effective audit and performance evaluation. Such record keeping shall be in accordance with the DOE Financial Assistance Rule, 10 CRF Part 600, and any further requirements.
 2. Monitoring - The State Monitoring Plan shall focus on sub-grantee administrative and management issues and incorporate desktop and on-site monitoring.

- a. On-site monitoring of sub-grantees will be done by the Program Manager at least once during the program year to review at least 5% of completed units as well as review client files. On-site fiscal monitoring of sub-grantees will be done by the Fiscal Officer at least once during the program year. The WAP Program Manager will be responsible for making on-site visits and scheduling meetings with local supervisors.
 - b. The monitoring instrument to be used is checklist geared specifically for the Hawaii WAP project. It contains all major areas: program file reviews, accomplishments, fiscal monitoring, and on-site visits.
 - c. Although monitoring is scheduled to be done only once during the year, periodic on-site "spot checks" may include pre- and post-work inspections for accuracy, as well as include review of inventory and storage of materials on hand.
3. Deficiencies and corrective action - Should any sub-grantee be deemed non-compliant with applicable State or Federal regulations, the Program Manager shall send a deficiency notice. The Program Manager shall ensure that corrective action is taken. The deficiency notice shall be submitted within twenty (20) working days following the monitoring and shall include:
 - a. Description of deficiency;
 - b. Description of corrective action(s) required or request for corrective action(s);
 - c. Timeline for corrective action(s) and any documentation necessary to determine compliance

IV. Subgrantee Eligibility

- A. Sub-grantee applicants must be a community action agency or other public or nonprofit entity. Preference shall be given to community action agencies or other public or nonprofit entities, which have or are currently administering an effective WAP program and/or programs funded under Title II of the Economic Opportunity Act of 1964, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to, the following:

1. The extent to which the past or current program achieved or is achieving weatherization goals in a timely fashion;
 2. The quality of work performed by the sub-grantee -
 3. The number, qualifications, and experience of the staff members of the sub-grantee; and
 4. The ability of the sub-grantee to secure volunteers, training participants, public service employment workers, and other Federal or State training programs.
- B. Sub-grantee applicants shall hold all licenses, permits, and accreditations, and meet all standards required by applicable federal, state and county laws, ordinances, codes and rules to provide services. The applicant shall also be in good standing with required licensing bodies, and in compliance with professional standards and requirements.
- C. A minimum of one year of weatherization experience servicing income limited persons in Hawaii is preferred.
- D. The applicant shall have the WAP for low-income persons in operation and be able to begin providing services beginning April 1, 2011 and, if feasible, complete all program activities by March 31, 2013.
- E. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 1, page 1-2, Website Reference). Costs must be allowable in accordance with the applicable Federal cost principles referenced in 10 CFR Part 600.
- F. The applicant must provide reasonable accommodations to assure capacity to deliver services to those clients with limited physical limitations.

The applicant must assure and be responsible for the continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. The provider must not require nor depend on the State agency's staff to provide service activities in the event that program resources are not available due to the above situations.

V. Sub-grantee Minimum Administrative Requirements

- A. Administrative –Sub-grantees shall carry out all WAP program activities in compliance with all applicable laws including regulations contained in 10 CFR Part 440 (issued February 1, 2002 and revised in 2006 and 2009), the Energy Policy Act of 2005, and the Energy Independence and Security Act of 2007. Grant guidance and management information provisions for the Low-Income WAP for PY 2011 shall apply.
- B. Personnel – Sub-grantees shall have standards and procedures to ensure that all employees are fully qualified to engage in activities and perform the services required.
- C. Facilities - Sub-grantees shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet the Americans with Disabilities Act (ADA) requirements, as applicable, and special equipment that may be required for the services.
- D. Sub-grantee Reporting Requirements for Program and Fiscal Data – Monthly program progress and fiscal reports are required within fifteen (15) calendar days after the last day of each month. The final report on the total contract period is required within forty-five (45) calendar days after the last day of the contract period. Other reports as may be required.
- E. Quality Assurance and Self-Evaluation Specifications – Sub-grantees shall have a written quality assurance plan in operation, including procedures
 - 1. to monitor administrative, program and fiscal operations for compliance with all federal, state and county requirements, and the requirements of this state plan.
 - 2. to determine whether clients receive consistent, high quality services, and to evaluate the outcomes and other results of its services
 - 3. to identify roles and responsibilities for assuring on-going implementation
 - 4. to measure, monitor and collect data on outputs and outcomes

VI. Sub-grantee Minimum Required Service Activities

A. Outreach, Screening, Intake, and Individual Action Plan

1. Outcome – The target population is informed of the services, only income eligible persons are enrolled, and necessary information is obtained on each person enrolled. Benefits of program are clearly explained as well as what is expected from the client and case manager. A tentative individual action plan is developed for and approved by the client.
2. Services – At a minimum, identifies participant's needs, determines and clearly documents income eligibility, creates an individual action plan, case manager explains program benefits and clarifies case manager's and client's roles.
3. Minimum Requirements - Verification of Income Eligibility (signed by client) (i.e., confirming that client's household is at or below 200 percent of the applicable Federal Poverty Guidelines for Hawaii).

Regarding Documentation of Client Eligibility - No dwelling unit will be weatherized without documentation that the dwelling unit is eligible. Prior to obtaining information required on the application form, each prospective client at the time of initial contact must be apprised of his/her rights under the Privacy Act. A copy of the Privacy Act will be provided to each client and an application form will be completed and signed by both the client and energy staff worker. The form will include client information, family data, annual income, client need, and community action agency certification. No dwelling unit shall be eligible for any weatherization measure unless its household income is at or below 200 percent of the poverty level determined in accordance with criteria established by DHHS; or if it contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act during the 12 month period preceding the determination of eligibility for weatherization assistance. As indicated on the application form, proof of income would be required. Such proof may consist of income data (Federal/State Income Tax Forms), welfare basic grant forms, canceled checks, etc. Documentation must be made available by the applicant and certified by the outreach worker that he/she has seen the documents. The application form must be retained in an office file. Copies of documentation, however, shall not be retained on

file. If eligibility is questioned at a later date, the burden of proof rests with the applicant, rather than the local administering agency.

The following forms shall be required as soon as an applicant is certified eligible:

1. Homeowner/Authorization Agent Certification and Rental Form. The owner or his/her authorized agent must sign the form before any work is performed giving the agency the owner's permission to work on the dwelling.
2. Fuel Information Release Form. The Form authorizes the local administering agency to obtain confidential billing information from the electric companies for program purposes. The form is completed and signed at the time of the application.
3. Building Weatherization Report. The Building Weatherization Report summarizes information from the application form and is kept on file by the local administering agency. The report is signed by the supervisor, certifying that the job has been completed and appropriate material has been installed.

B. Energy Audit Process, Savings-to-Investment Ratio (SIR), and Estimated Savings

1. Outcome – Energy audit of home done by a trained inspector. SIRs and estimated savings for weatherization measures from Hawaii priority list calculated from data collected from home energy audit.
2. Services – Have a trained inspector conduct an approved energy audit of the home, applying the State Priority List. The energy audit assesses a home's energy use and analyzes which energy conservation measures are best for the home. Inspector will assist client with questionnaire/survey for weatherization measures.
3. Minimum Requirements - Copy of home audit, indicating application of the state Priority List or other approved SIR calculation, signed by the inspector. Audit should detail exactly what services were provided, the dates of when the services were provided, and the amount of time spent providing the services.

C. Weatherization Measures Installation Process

1. Outcome – Based on energy audit findings, providers install weatherization measures. (Devices may not be left to client to install.) Monitoring and quality control of installed energy saving device will be required.
2. Services – A professional Contractor will install the various energy saving measures. When this is complete, the Provider will return to the home to make certain that everything is satisfactory.
3. Minimum Requirements – Copy signed by client and Provider verifying receipt and installation of weatherization measures detailing exactly what services were provided, the dates of when the services were provided, and the amount of time spent providing the services.

D. Energy Conservation Education

1. Outcome – People-driven energy conservation education and client/consumer satisfaction.
2. Services – Client education on simple energy saving tips and no-cost to low cost alterations you can do to save energy, via handouts, brochures, individual consultation, and/or videos. Follow-up on client/consumer satisfaction (simple quick survey if not previously done).
3. Minimum Requirements:
 - a. Client/consumer satisfaction survey.
 - b. Verification form signed by client certifying receipt of energy education training/materials.

E. Tracking Energy Usage and Savings - Tracking of energy usage and savings. As feasible, energy usage and savings should be tracked 12 months before and 12 months after installing energy saving measures.

1. Outcome – Tracking household energy usage and savings for period 0 – 12 months after installation of weatherization measures.
2. Service – If you can measure it, you can manage it. Obtain client electric billing 12 months prior and 12 months after installation of weatherization measures.

3. Minimum Requirements – Client electric billing 12 months prior and 12 months after installation of weatherization measures.

When a disagreement arises between the Provider and the State in regards to the performance of specific service activities within contracted specifications, the wishes of the State shall prevail. Failure on the part of the Provider to comply shall be deemed cause for corrective action and subject to contractual remedies.

VII. Compensation and Method of Payment

A. Compensation

The amount paid for administrative costs and program support will be determined by a unit rate, while the cost reimbursement pricing structure will be used to pay for material and labor. The cost reimbursement portion of the contract will provide for payment of allowable incurred costs, to the extent prescribed in the contract. Reimbursement shall be made on a monthly basis, upon submission by the applicant of written request for payment. The State may retain some or all of each payment requested by the applicant. Payment of the retained amount shall be made based upon acceptance of: (1) written monthly fiscal and program progress reports, and (2) written final fiscal and program progress reports. The reports shall be reviewed by the State and shall be subject to the State's preliminary determination of appropriateness and allowability of the reported expenditures. The State's preliminary determination of appropriateness and allowability of the reported expenditures shall be subject to verification and subsequent audit.

The average expenditure limit for each weatherized unit is \$6,500. This includes all program costs, materials and labor.

B. Units of Service and Unit Rate

The amount paid for administrative costs and program support will be determined by a unit rate based on the number of energy saving devices installed.

C. Method of Payment

Payment shall be based on cost reimbursement. The amount paid for administrative costs and program support will be determined by a unit rate, while the cost reimbursement pricing structure will be used for material and labor.

VIII. Staff Hiring and Resources

- A. Volunteers - Sub-grantees may secure the services of volunteers and/or training participant workers to work with qualified supervisors.
- B. Staff Hiring Certification - The State grantee does not require any certification or training of sub-grantee staff prior to hire.
- C. Training and Technical Assistance

Not more than 20 percent of the WAP funds may be appropriated for T&TA activities. These funds will be used to identify and address the needs of the sub-grantees in areas of providing program management and technical skills. They will also be used to support grantee monitoring requirements and program management capacity.